KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION

CLASS TITLE: Superintendent – Grounds and Natural Resources

WAGE CATEGORY: FLSA Exempt

REPORTS TO: Executive Director of the Kendall County Forest Preserve District

EFFECTIVE DATE: February 5, 2019

SUMMARY:
This position is primarily responsible for the administration, management, and supervision of the Grounds and Natural Resources division of the Kendall County Forest Preserve District (“District”).

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The duties for this position shall include, but not be limited to, the following:

- Supervises and manages permits including special use permits for various forest preserve public use areas and facilities, including coordinating schedules for use for internal program reservations.
- Supervises, coordinates, and directly participates in grounds and building improvement projects, including construction and maintenance projects and natural area restoration projects.
- Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent).
- Customarily and regularly performs supervisory and management duties in various preserve locations including, but not limited to the following:
  - Interviewing, selecting, and training grounds maintenance and custodial services staff;
  - Preparing and maintaining confidential personnel records;
  - Maintaining confidentiality of confidential or proprietary data of the District and other protected information (e.g., DOBs, SSNs, home addresses, etc.);
  - Setting and adjusting employees’ hours of work;
  - Providing recommendations regarding the setting and adjusting of employees’ rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker;
  - Maintaining production and operations records for use in supervision and control of the District’s repair, maintenance, and custodial services;
  - Appraising employees’ productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the final decision-maker;
  - Handling employee and public complaints and grievances;
  - Providing recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the final decision-maker;
  - Apportioning the work among grounds maintenance and custodial service employees and volunteers within the grounds maintenance division;
  - Providing for the safety and security of the employees, volunteers, visitors, and District property;
  - Planning, organizing, and supervising the activities of staff in proper repair and maintenance of mechanical equipment and systems, grounds maintenance, and custodial services for District buildings and preserve areas.
- Develops maintenance and recordkeeping procedures and ensures that such procedures are carried out on a scheduled basis.
- Manages and submits cash and cash receipts collected occasionally from preserve rental clients, program participants, and facilities.
- Prepares, maintains and oversees the inventory, maintenance, and repair records for all of the District’s equipment to ensure such records are accurate, complete, and properly preserved pursuant to District policies and procedures.
• Determines the materials, supplies, machinery, equipment, and tools to be used or purchased in order to properly repair, maintain and improve the District’s grounds, buildings, natural areas, and public use areas.
• Oversees project management for the District’s construction contractors, grounds maintenance staff, and custodial services by setting the schedule for projects; monitoring all ongoing projects; creating project metrics and deliverables; and assessing the achievement of said project metrics and deliverables.
• Manages relationships with vendors and contractors by performing duties including, but not limited to the following: obtains cost estimates for supplies, parts and equipment repair; develops bid specifications for District projects; orders and purchases supplies for projects; negotiates services and contract terms; and reviews and recommends contracted services and equipment, which recommendations are given particular weight by the final decision-maker.
• Assists with the preparation of the annual budget for District operations and capital projects.
• Prepares monthly reports on Grounds Maintenance division projects for presentation to the District’s Board of Commissioners.
• Responds to address off-hour emergency issues.
• Safely and effectively operates, maintains and repairs District vehicles, tools and equipment including, but not limited to, small dump trucks, snow blowers, salt spreaders, sod cutters, rototiller, chain saws, trimmers, sweepers, front end loaders, backhoes, forklifts, welders, sandblasters, grinders, cutting torches, air sprayers, power washers, chainsaws, and other mechanical tools.
• Oversees and performs grounds maintenance and custodial services at various District locations including, but not limited to the following:
  o Horticultural and maintenance tasks including, but not limited to mowing, edging, aerating, trimming, fertilizing, weed control, seeding, tree and shrub trimming, sod repair, firewood splitting and hauling, snow and ice removal from District roads/walks/trails utilizing both snow plow and manual methods;
  o Splitting, loading and hauling firewood;
  o Gathering, loading and hauling refuse and vegetation from grounds and user areas;
  o Removal of snow and ice from District roads/walks/trails, utilizing both snow plow and manual methods;
  o The use, maintenance and repair of tools of the trade (both powered and non-powered equipment) including, but not limited to, welder, sandblaster, grinder, cutting torch, air sprayer, power washer, chainsaw, and other mechanical hand tools;
  o General road repairs including, but not limited to, asphalt patching and gravel road maintenance.
  o The construction, installation and repair of District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District;
  o The repair of plumbing, electrical, HVAC, carpentry and paint, as needed, at District facilities and structures.
  o The inspection, maintenance, and repair of District restrooms including daily cleaning and trash removal;
  o Preparing picnic shelters, bunkhouses, and special event facilities for reserved uses by performing duties including, but not limited to, locking/unlocking rental facilities; setting up for events and rental functions; and ensuring the facilities are clean and equipped as needed for all rental functions;
• Directs, performs, and oversees the District’s controlled burn program, brush removal, seed collecting and other natural area management tasks at District locations and preserves.
• Drafts and supports grant project development and administration for preserve improvement and natural areas management projects.
• Participates in emergency preparedness and response activities, as needed.
• Communicates District rules and regulations to the public, staff, and volunteers.
• Serves as Acting Director in the absence of the Executive Director.
• Complies with all applicable federal and state laws, regulations and District policies and procedures regarding or relating to assigned job duties.
• Maintains regular attendance and punctuality.
• Performs any other duties as required or assigned.
SUPERVISORY RESPONSIBILITIES:
- This position supervises Grounds Maintenance full time, part-time, and seasonal positions, including the Natural Resources Project Manager.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

A. EDUCATION and/or EXPERIENCE:
- High school diploma or general education degree (GED) required.
- A Bachelor’s degree in environmental sciences or natural resources management is preferred.
- A preferred minimum of four (4) years’ experience in a grounds and/or building maintenance or similar role, with a minimum of (4) years’ experience within a supervisory role, or equivalent combination of training and experience.
- Requires knowledge of grounds maintenance tools and equipment use.
- Requires knowledge of natural areas management tools, equipment, and project approaches.
- Completion of all assigned equipment and natural areas management training.
- Knowledge of Microsoft Office programs including, but not limited to, Excel, Word and PowerPoint.
- Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

B. LANGUAGE SKILLS:
- Ability to read and interpret documents such as governmental regulations, material safety data sheets, equipment operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public, employees, volunteers, and Commissioners of the District.
- Requires good knowledge of the English language, spelling and grammar.

C. MATHEMATICAL SKILLS:
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to measure volumes.
- Ability to compute costs and to make change.

D. REASONING ABILITY:
- Ability to employ safe work practices and use sound judgment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:
- A valid Driver’s License and any other licenses/certifications necessary to operate District tools and equipment.
- A valid Illinois Pesticide Operator’s License or, in the alternative, obtain a valid Illinois Pesticide Operator’s License within the first ninety (90) days of employment.
- A prescribed fire burn training certificate and S190 course completion or, in the alternative, successfully complete S190 coursework within the first ninety (90) days of employment, or an equivalent combination of training and experience.
All other training, certificates, permits and/or registrations required for specific tasks and duties performed.

PHYSICAL DEMANDS:
- Employee must frequently sit, stand, bend, reach, and carry.
- Employee must be able to successfully operate all District tools and equipment required to perform assigned job duties.
- Employee must frequently be able to walk and possibly run on uneven ground and rough terrain for extended periods of time.
- Employee must frequently lift and/or move up to 50 pounds, and occasionally up to 75 pounds.
- Employee must be able to use hands and fingers to handle, feel, and operate equipment.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:
- The noise level in the work environment is usually moderate to loud due to equipment operational noise, but can be quiet when the employee is performing office work.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements, including extreme weather conditions.
- Employee will be required to have frequent contact with animals, nature, volunteers, and other members of the general public.
- Employee may be exposed to various chemicals such as pesticides and fertilizers while performing assigned job duties.
- Employee will be required to operate a motor vehicle, and other restoration work vehicles and equipment to perform assigned job duties.
- Employee will be required to operate a motor vehicle to travel to and from meetings, training, conferences, and the various District preserves and locations.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.